



Community Development Department
City of Fridley
6431 University Avenue NE
Fridley MN 55432
763.572.3592
Fax: 763.571.1287
www.fridleymn.gov

TEXT AMENDMENT APPLICATION

Property Information

Address: _____
Anoka County Property Identification Number (PIN #): _____
Legal Description: _____
Current Zoning: _____ Square footage of Parcel: _____

Reason for Text Amendment (one sentence summary, please attached full description)

Fee/Property Owner Information (as it appears on property title)

****Fee owner must sign this form prior to processing**

Name (please print): _____
Mailing address: _____
City: _____ State: _____ Zip code: _____
Daytime Phone: _____ Fax Number: _____
Cell Phone: _____ E-mail address: _____

Signature/Date: _____

Petitioner Information

Company Name (please print): _____
Contact Person's Name (please print): _____
Mailing address: _____
City: _____ State: _____ Zip code: _____
Daytime Phone: _____ Fax Number: _____
Cell Phone: _____ E-mail address: _____

Signature/Date: _____

FOR OFFICE USE ONLY

Fees

\$1,500 – _____

Application Number: _____ Receipt #: _____ Received By: _____

Application Date: _____

15 Day Application Complete Notification Date: _____

Scheduled Planning Commission Date: _____

Scheduled City Council Date: _____

60 Day Date: _____

60 Day Extension Date: _____

**TEXT AMENDMENT APPLICATION
SUBMISSION CHECKLIST**

The following shall be the minimum submission requirements when submitting a Text Amendment. Applications will not be accepted if the following is NOT submitted.

Text Amendment

| | FOR OFFICE USE ONLY | | |
|--|---------------------|----------|---------------------|
| Item | Submitted | Complete | Reviewer's Initials |
| Completed application, with fee. (Applications are considered complete if all blanks are completed, and both the fee owner and petitioner have signed the application.) | | | |
| Proposed language for the text amendment change. | | | |
| Narrative describing and supporting reasons for proposed code change. | | | |

The City reserves the right, based on a case by case analysis, to waive any of the above requirements.

The City also reserves the right, to require additional submittal items if it is deemed necessary to act upon the rezoning.



Community Development Department

Text Amendment

Purpose: A Text Amendment changes the language within one or several section of the City code.

The Text Amendment process begins by filling out a TEXT AMENDMENT APPLICATION. A complete application, along with the necessary submittal requirements (found in this packet) must be submitted to the Planning Staff. A fee is associated with the application and is \$1,500 for all applications. Fees are non-refundable and are used for postage, publication of notices, and other expenses associated with the request.

Once the application is received, the application is reviewed by staff from the Planning, Engineering, Assessing, Fire, and Police Departments. The impacts of the text amendment to the City are discussed and a staff recommendation is determined. A public hearing notice is printed in the local newspaper that the City contracts with. There is approximately four weeks between the application due date and the Planning Commission meeting.

State Statue 15.99 requires that the City must approve or deny an applicant's land use application within 60 days.

Prior to the Planning Commission meeting, a staff report is written with a staff recommendation.

The Planning Commission is made up of seven residents of the community. The meetings are held the 3rd Wednesday of the month at 7:00 p.m. in the City Council Chambers at the Municipal Center. The Planning Commission is an advisory commission to the City Council. It is the responsibility of the Planning Commission to conduct a public hearing, gather testimony and make a recommendation to the City Council regarding all Text Amendment requests. The notice for the Planning Commission Public Hearing will include the date of the City Council Public Hearing. A Text Amendment is approved by adopted an ordinance.

Additional information regarding the Text Amendment process may be obtained by calling the City of Fridley Planning Department at 763-572-3595 or 763-572-3599.
